

# ASSESSORS 011410

## Personnel Services

Salary Department Head  
Salaries Clerical  
Salaries Clerical OT  
Wages Clerk for Minutes  
Longevity

Total

## Expenses

Map Updating  
Printing  
Supplies and Expenses  
Postage  
Dues and Subscriptions  
Meetings  
Administrative Expense  
Mileage Reimbursement  
Data Cloud Software  
Total

TOTAL BUDGET

## Article(s) Request :

Annual Valuation  
Additional Request for FY2023  
Recertification

## Total Request

FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
\$82,164	\$84,599	\$77,788	\$82,155	\$89,882	\$ 91,886	
\$33,587	\$38,448	\$42,421	\$42,457	\$46,453	\$ 43,704	
\$0	\$0	\$92	\$0	\$0	0	
\$370	\$213	\$283	\$400	\$410	\$ 400	
\$1,300	\$0	\$0	\$0	\$750	\$ 750	
\$117,420	\$123,260	\$120,584	\$125,012	\$137,494	\$136,739	
\$2,500	\$2,300	\$2,532	\$3,600	\$3,600	\$3,600	
\$1,052	\$0	\$0	\$800	\$800	\$800	
\$740	\$1,446	\$1,612	\$1,300	\$1,400	\$1,400	
\$146	\$241	\$467	\$600	\$600	\$600	
\$150	\$200	\$235	\$275	\$300	\$350	
\$653	\$1,508	\$1,733	\$1,400	\$1,600	\$4,100	
\$963	\$642	\$336	\$936	\$936	\$1,037	
\$25	\$263	\$165	\$500	\$500	\$500	
\$6,229	\$6,600	\$7,080	\$9,411	\$9,736	\$5,555	
\$123,650	\$129,860	\$127,664	\$134,423	\$147,230	\$154,681	

					\$ 19,900	
					\$ 17,800	
					\$ 37,700	

DEPARTMENT: Assessor

**BUDGET NARRATIVE****Description of Department Function**

Describe the overall mission or purpose of the Department.

To record, value and maintain current and correct values and information on all real estate and personal property located in Millis. Process excise tax information and abatements. Answer inquiries and providing information as requested from DOR, other Town Departments and the general public pertaining to the Assessor's Office. Providing required completed forms to DOR as needed/requested. Providing reports/information for the creation of bills for taxable property located in Millis.

Mailing, collecting and entering information to maintain correct and current income and expense information for all commercial and industrial properties. Mailing and collecting forms for list for personal property.

Updating mapping information, submitting information to mapping company to keep GIS Information current on line

**Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

Data Collection

Data Entry

Supplemental Billing

Chapter Land Valuation

Betterments

Excise Tax & Abatements

GIS

Real Estate & Personal Property Abatements

Exemptions

**Accomplishments**

Describe the major describable accomplishments or measurable activities in FY22

Use statistics whenever possible.

Implemented and completed Supplemental Billing for Fiscal Year 2021 (2 billing cycles) currently completing 1<sup>st</sup> supplemental billing for FY2022

Due to inspection restrictions updated information was obtained from street reviews, sales letters (mailing of sales letters each month with about 52% return) and reviewing information in the building department.

Mailed Income and Expense statements in February of 2021 for FY2022 (with about a 47% return) (was a directive from DOR during last recertification) This process was implemented in 2020 and continues for FY2023

Completed information to submit values for 2022 to DOR, approval of FY2022 was received 10/18/2021.

All billing information for FY2022 was processed and completed prior to the requested dates

Additional: Will begin working on the FY2023 process in January of 2022, recertification will be completed prior to values being submitted for FY2023.

### **FY23 Departmental Goals**

Describe the initiatives and accomplishments planned for FY23

Continue to maintain updated information/valuation on all new building and improvements taking place in Millis (currently two large condo projects taking place)

Complete the process for the FY2023 recertification (process starts in in fiscal year before recertification approval)

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### **Spending Highlights for FY23**

Explain any significant budget changes from FY21

Recertification for Millis is FY2023, the process begins in January/February of 2022. The cost for recertification for Vision is \$28,000 (to be covered in FY2022 and FY2023) (information attached)

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### **Non-tax Funding**

List any expected non-tax revenues that will be used to fund department activities, including an estimate to be received.

N/A



**TOWN C. MILLIS  
FISCAL YEAR 2023 BUDGET  
DEPARTMENT:**

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
T M Gonsalves	Assessor		40	13	7	1/1		\$91,885.67			\$91,885.67
Elizabeth Rand	Department Assistant II		35	6	3	3/14		\$43,703.80		\$750.00	\$44,453.80
C. Standley	BOA Secretary			6	10	9/14		\$27.65			\$400.00
SUBTOTAL/TOTAL								\$135,617.12	\$0.00	\$750.00	\$136,739.47

TOWN OF MILLIS						Form #3
FISCAL YEAR 2023 BUDGET	<u>STAFFING HISTORY</u>					
Department:						
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Position	FTE	FTE	FTE	FTE	FTE	FTE
Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Department Clerk	0.8	0.80	0.80	0.80	0.80	0.80
SUBTOTAL/TOTAL						

DEPARTMENT: Assessor

**Budget Request Above Level Service****Title:****Description of Request:**

Funds to complete the FY2023 recertification process (starts Jan/Feb of 2022) \$14,000 (total \$28,000 for recertification) \$3,800 field review of 25% of residential properties

\$2,500 Increase in training cost – continued/new education for department staff - new administrative clerk 1/2022

**Detailed Cost Impact:****Justification for Request**

Attach copies of reports, master plans, or supporting documentation)

Vision: Funds to complete the FY2023 recertification process (starts Jan/Feb of 2022) \$14,000 (total \$28,000 for recertification) \$3,800 field review of 25% of residential properties



**Yearly Valuation Expenses:**

This is the cost to review and analyze real estate and personal property information to establish values for the fiscal year.

**Vision:**

Includes analyzing sales of vacant and improved parcels (parcels with buildings), reviewing, and analyzing income and expense information (used in addition to sales for commercial and industrial properties). Creating testing models to analyze ratio reports prior to running reports that are submitted to DOR.

The additional cost of \$3,800 is the cost for Vision to review 25% of residential properties

**RRC:**

Discovery of new personal property accounts, review, and list FOL (Form of List) information from existing accounts. Analyze CATV and wireless valuation accounts and using full and fair value for utility accounts

**Additional Request for Valuation:**

The recertification process is completed over two fiscal years (FY2022 and FY203). The process will start in January or February of 2022 (this is mid fiscal year 2022) and continue until the tax rate is approved for FY2023 (November /December of 2022 about 1/3 into FY2023)

The revaluation program should be based on the mass appraisal process, this includes data management, valuation, performance analysis, administration, and appeals.

Every 5 years a city or town is recertified by DOR, this process consists of data quality review (DOR advisor request PRC (property record cards) to complete a site inspection for properties), statistical ratio studies review and a valuation review to ensure proper appraisal methodology is used, maps and neighborhood delineation are reviewed. A work plan is submitted to the Town's advisor prior to the start of the revaluation/recertification. (this is an overall look at recertification). The Town's advisor will also review certification directives from the previous recertification.

**Additional Request for Education**

The Assessor's Office has a new Department Assistant and the increase of \$2,500 is to cover cost of continued/new education for the department staff